



Privacy Notice at Cumberland Infant School and Little Cumberland Pre-School (How we use pupil information)

Cumberland Infant School tries to meet the highest standards when collecting and using personal information in accordance with data protection law. Our Data Protection Officers (DPO) are Becky Herbert and Leanne Hanns.

This notice is to help you understand how and why we collect personal information about our children and their families and what we do with that information. Personal information is information that identifies an individual and relates to that person. This includes discussion, computer and paper records, photographs, and videos.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, photograph, contact details and address)
- characteristics (such as gender ethnicity, language, country of birth, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Photographs and videos
- CCTV images captured in school grounds

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to safeguard the children and keep them safe (food allergies, school lunches or emergency contact details)
- f) to provide school lunches
- g) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections
- h) to record payments made to the school
- i) record any payments that you make to us

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing pupil information are:

The lawful basis on which we use this information

We collect and use pupil information under Article 6 and Article 9 of the General Data Protection Regulations. We only collect and use your child's personal data when the law allows us to. Most commonly, we process it where we need to:

- comply with a legal obligation
- perform an official task in the public interest

Less commonly, we may also process your child's personal data in situations where:

- we have obtained consent to use it in a certain way
- we need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use your child's personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using your child's personal data overlap, and there may be several grounds which justify our use of this data.

Most of the information that we collect is required by us to comply with our legal obligations, to protect your child in the case of an emergency and to enable us to deliver teaching and learning to your child which is carried out in the public interest. Sometimes we will ask to collect information which is not covered by these requirements and then we will ask for your consent.

Collecting pupil information

We collect information from you, and we also receive information from:

- the previous pre-school setting through transfer records or school that your child has attended through registration forms and Common Transfer File (CTF)
- our local authority
- the Department for Education (DfE)
- the police
- social care

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We keep personal information about your child while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary. We use IRMS Schools Toolkit - Information and Records Management Society to guide us in how long we keep information about pupils.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority- Portsmouth City Council
- the Department for Education (DfE)
- school nurses
- our school caterers if child has dietary needs
- focal Point our school photographer

The school uses software provided by a range of suppliers to support your child's learning and in the management of the school and pupil data is held in these systems: My Concern, ScoPay, Synergy, Tapestry, Bugs Club, Arbor, Fusion, Wonde and Provision Map.

Why we regularly share pupil information

We do not share information about your child with anyone without consent unless the law and our policies allow us to do so, for example if we have a safeguarding concern or medical emergency.

We share data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about your child with our Local Authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Children) (England) Regulations 2013.

We use a range of apps and computer programs in school to enhance your child's learning. These apps/programs are used in the classroom, and some can be used at home to further support Home Learning tasks. We also use software to assess progress, to report to you about your child and to manage the school.

With your consent, we also like to celebrate our children's achievements and school events, in displays around the school, children's project books, on the school website and in the local media.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

For School census under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section. For privacy information on the data the Department for Education collects and uses, please see:

<https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

Requesting access to your personal data

The UK-GDPR gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact Leanne Hanns via lhanns@cumberland.portsmouth.sch.uk

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you do not have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at [raise a concern with ICO](#).

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Leanne Hanns via lhanns@cumberland.portsmouth.sch.uk

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in September 2025.

Contact

If you would like to discuss anything in this privacy notice, please contact: Leanne Hanns via lhanns@cumberland.portsmouth.sch.uk

How Government uses your data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure, and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data, they hold about you
- the reasons they are holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>